

*Are you passionate about nature and people, words and images?
Are you a skilled communicator and fluent in English and at least one Alpine language?
Then consider joining our multinational, mountains-loving team in Innsbruck!*

The Permanent Secretariat of the Alpine Convention is recruiting
a Communications Officer

(m/f/d – full-time – 16-month parental leave replacement)

I. Description of the position

As the Communications Officer, you will work under the authority of the Secretary General, in close cooperation with all colleagues of the Permanent Secretariat, to perform the following functions:

1. implementation of the Alpine Convention's Communication Strategy
2. maintaining and building up the Alpine Convention's online presence (website and social media)
3. public relation activities including promoting the Alpine Convention, responding to inquiries from organisations and the public, and media outreach
4. drafting, editing, and proofreading speeches and articles
5. conception of various promotional materials (print, multimedia etc.) and supervision of their realisation
6. coordination or participation in the organisation and promotion of awareness-raising projects of the Permanent Secretariat
7. support to the bodies of the Alpine Convention as required.

Headquarters

Herzog-Friedrich-Straße 15
A – 6020 Innsbruck
+43 512 588 589 0

Branch office

Viale Druso/Drususallee 1
I – 39100 Bolzano/Bozen
+39 0471 055 359

II. Required profile

General conditions

To apply, you must be a citizen of one of the Alpine Convention's Contracting States or a European Union Member State.

Education and skills

You should hold a university degree at Master level, preferably in communication or sustainable development. Knowledge of the Alpine area and its protection and development issues is an asset.

Confident use of MS Office software programmes (especially Word, Excel, PowerPoint) and social media channels (LinkedIn, Facebook, Instagram) is required. Some knowledge of design tools (e.g. Canva) and website CMS (TYPO3) as well as an enjoyment of writing and text production are beneficial.

We are looking for a team player who enjoys working in an international context and brings with them a proactive attitude, making proposals and taking the initiative to effectively implement them once validated.

Experience

You should have least one year of work experience at the day of recruitment, including experience in public relations, preferably in the public or non-profit sector and/or at international level.

Language skills

In order to fulfil your missions, you should have a fluent (C2) spoken and written command of one Alpine language and English. Knowledge of further Alpine languages will be an important asset.

III. Contract offered

The Permanent Secretariat offers a fixed-term contract from 1 February 2026 to 31 May 2027. A three-month probationary period applies.

You will work in the historic Golden Roof building in the centre of Innsbruck, Austria, with travel to the Bolzano/Bozen operational branch office and other countries of the Alpine Convention or third countries. Home office arrangements (in Austria) are possible, with at least two core days of presence in the office, after the probationary period.

Your yearly net salary will be EURO € 27.254,29 (in 14 instalments per year) plus, where applicable, 16% expatriation allowance, 6% household allowance and child allowance.

The employment will be regulated by the Statute and Staff Regulation of the Permanent Secretariat. You will benefit from the privileges and immunities granted by the Austrian

Government to the staff of the Permanent Secretariat¹. In particular, in accordance with the tax regulations applicable to our institution, the salary and allowances constitute a diplomatic income, which is exempt from income tax in Austria.

Please submit your application (CV and motivation letter not exceeding one page) in English, with copies of your educational qualifications and proof of professional experiences attached. The application should be sent exclusively in one email message (max. 10 Mb) by 26 November 2025, 23:59 CET to the Permanent Secretariat of the Alpine Convention at the following e-mail address:

vacancies@alpconv.org

All applications will be acknowledged. Should you not meet the abovementioned requirements in terms of qualification and experience, especially language competence, please do not apply for this position. Otherwise, we are looking forward to receiving your application!

The **Alpine Convention** is an international treaty between the eight Alpine countries (Austria, France, Germany, Italy, Liechtenstein, Monaco, Slovenia, and Switzerland) and the European Union dedicated to the protection and the sustainable development of the Alps, signed in 1991.

The Permanent Secretariat of the Alpine Convention is a diplomatic mission based in Innsbruck (AT) with an operational branch office in Bolzano/Bozen (IT). Its small, international team has, *inter alia*, the following tasks:

- providing administrative support to the Alpine Convention organs
- facilitating the implementation of the Convention and compliance with its Protocols
- communicating and disseminating information about the Convention and its Protocols
- managing the System for the Observation and Information on the Alps (SOIA)
- promoting the development of projects in line with the objectives of the Convention and its Protocols to be jointly carried out by the Alpine countries, their local communities, NGOs, and any other interested partners.

The official languages of the Alpine Convention are French, German, Italian, and Slovenian. The Convention text and additional information about our activities and structure are available on the website www.alpconv.org.

¹ In compliance with the relevant agreement signed on 24 June 2003 and published in the Austrian Federal Law Journal on 31 March 2004.